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# Adopt a Highway

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Team up to clean up!

A G R E E M E N T

Massachusetts  
Adopt-A-Highway Program

Governor William F. Weld  
Lieutenant Governor Argeo P. Cellucci  
Secretary of Transportation James J. Kerasiotes  
Commissioner of Massachusetts Highway Department Laurinda T. Bedingfield

941/261



# QUALIFICATIONS

*All participants are required to attend a safety training session, administered by the groups adult supervisor using the Department's training video for safe litter pickup and the Department's safety bulletin.*

## PARTICIPANTS MUST BE:

- \* at least 11 years old
- \* mentally alert; have good common sense; and be responsible
- \* in good physical condition, including sight and hearing

## ADOPT-A-HIGHWAY GROUPS MUST:

- \* have one adult supervisor for every four participants under the age of 15; and one adult supervisor for every six participants between the ages of 15-17
- \* have at least 6 members
- \* attend a safety training session administered by the group's adult supervisor such that all participants watch and study the Department's training video on safe litter pickup and demonstrate their understanding of the Department's safety bulletins entitled "Litter Pickup Requires Precautions" and "Safety Guidelines".

## MASSACHUSETTS HIGHWAY DEPARTMENT WILL:

- \* erect signs identifying the adopting group in recognition of their contribution
- \* require volunteer groups who are a profit making enterprise to provide the signs and supports - the cost is approximately Eight Hundred Dollars (\$800.00) (specifications and approved fabricators will be provided to the group and Mass Highway will install all signs)





# **LITTER PICKUP REQUIRES SPECIAL PRECAUTIONS**

## **VOLUNTEERS DO'S**

- \* Group leader must always notify maintenance supervisor 48 hours before doing litter pickup
- \* Go over safety guidelines before every litter pickup
- \* Park all vehicles on the same side of the highway that the crews are working. Park off roadway and at least ten feet from the shoulder's surface where possible.
- \* Face oncoming traffic; stay alert and be prepared to move in case of an emergency
- \* Work only during daylight hours and in good weather conditions
- \* Avoid exhaustion. Drink plenty of water.
- \* Watch your footing; avoid holes or other obstacles; stay off steep slopes
- \* Bring along an adequate first aid kit; identify the nearest hospital and know how to get there in an emergency

## **VOLUNTEER DON'TS**

**DO NOT** cross traveled section roadway

**DO NOT** attempt to pick up items on bridges, tunnels, medians, or on overpasses

**DO NOT** enter the roadway or its shoulder area, paved or unpaved to pick up litter

**DO NOT** work during inclement weather, especially in times of reduced visibility and wet/icy roads

**DO NOT** attempt to remove heavy, large or hazardous materials  
- notify your maintenance supervisor immediately

**DO NOT** touch dead animals - notify your maintenance supervisor



## **VOLUNTEER DON'TS (cont.)**

**DO NOT** pick up discarded syringes or hypodermic needles -  
notify your maintenance supervisor

**DO NOT** do anything to purposely distract drivers

## **WHAT TO WEAR**

- \* Safety vests must be worn at all times
- \* Light colored clothing (long sleeves recommended)
- \* Protective shoes or boots
- \* Gloves
- \* Beware of the sun; wear a hat and use sunscreen
- \* Use of headsets will not be allowed; these impede danger/warning alerts





## **SAFETY GUIDELINES**

*Maintaining our roadsides requires special safety precautions. Thus, All participants are required to study and demonstrate to their group's adult supervisor their understanding and knowledge of these safety guidelines. The group's adult supervisor shall see to it that all participants take the guidelines seriously, both in their study and implementation.*

1. There must be 1 adult supervisor for every 4 participants under the age of 15, and 1 adult for every 6 participants between the ages of 15-17.
2. Litter pickup should only be during the daylight hours and in good weather.
3. Groups should possess a first aid kit and an adequate supply of drinking water.
4. Groups leaders must know where the closest telephone and emergency center or hospital is in case of an emergency.
5. A car must be available in case of emergency.
6. Group shall car pool to the site to minimize the number of cars on the roadside.
7. Participants shall park on the same side of the road that they are working on, work on one side of the roadway at a time and face oncoming traffic whenever possible.
8. Participants must wear safety vests at all times; gloves, protective shoes, and light colored protective clothing.
9. A litter wand must be handled and used with care. Do not let your attention be distracted when using this tool. Keep the wand pointed toward the ground, angled ahead and away from your legs and feet.
10. Participants shall watch their footing; avoid holes, obstacles and steep slopes.
11. Participants shall never pick up items on bridges, tunnels, medians or on overpasses.
12. Participants should never pick up toxic substances or dead animals.



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## **SAFETY GUIDELINES (Cont.)**

- 13. Participants should never attempt to remove large or heavy material.**
- 14. Participants should never pick up discarded syringes or hypodermic needles.**
- 15. Participants shall avoid contact with poison ivy, poison oak and other noxious weeds by wearing long sleeve shirts with buttoned cuffs and trousers.**
- 16. Participants shall stay clear of any mowing operations, maintenance or construction activities.**
- 17. Groups should not overfill trash bags. Crushing trash to make more room could cause personal injury.**
- 18. Headsets are not allowed.**
- 19. No horseplay of any type will be tolerated.**
- 20. No intoxicating liquids or illegal drugs are allowed.**





# ADOPT-A-HIGHWAY LITTER REMOVAL AGREEMENT

The Massachusetts Highway Department, an agency of the Commonwealth of Massachusetts, hereafter the Department, and

\_\_\_\_\_, of \_\_\_\_\_ hereafter called the Group, recognize the need and desirability of litter-free highway and are entering this Agreement to allow the Group to participate in litter removal along the highways.

I. The Group agrees to adopt the highway known as \_\_\_\_\_, from \_\_\_\_\_ to \_\_\_\_\_ (a minimum of two miles on both sides) for removal of litter. The agreement allows litter removal activities only. The agreement shall remain in effect for a one-year period, beginning this \_\_\_\_\_ day of \_\_\_\_\_ 199\_\_\_\_. The Group or the Department may terminate this agreement for any reason upon thirty days notice.

## II. The Group shall:

1. Perform litter removal in accordance with the Department's requirements, including guidelines for the Adopt-A-Highway program and the Federal Manual on Uniform Traffic Control Devices (MUTCD);
2. Conduct and attend safety meetings prior to litter removal;
3. Remove litter only in daylight and during good weather conditions, with prior notice to the Department's District Office;
4. Arrange an appropriate litter removal schedule that will not conflict with Department activities and that will provide litter pick-up at a minimum of once a month between April 15 and November 15;
5. Ensure that a minimum of six participants are available for each scheduled pick-up;
6. Ensure that all participants wear safety vests and appropriate clothing during litter removal activity;
7. Return unused materials and supplies to the Department within two working days after a clean-up;
8. Ensure that only such persons participating are determined by the Group to be sufficiently responsible to safely participate in litter removal activities, but in no case shall the participants be less than 11 years;





9. Ensure that for children who are participating in litter removal, there is at least one adult supervisor for every four children under age 15 and at least one adult supervisor for every six children between the ages of 15 and 17;
10. Ensure that every participant or their parent signs a copy of the attached release form.

III. The Department shall:

1. Provide Adopt-A-Highway signs to all non-profit organizations at the beginning and end of the highway section; will require businesses to pay for the costs of the signs;
2. Provide safety vests, traffic control signs, large plastic bags, and removal of filled plastic bags;
3. Provide the Department's video on safe litter pickup and its safety bulletins entitled "Litter Pickup Requires Special Precautions" and "Safety Guidelines" for use by the adult group supervisors in instructing all participants in safe litter pickup procedures.

IV. The group agrees that it will indemnify and hold harmless the Department and its employees from any claims, loss, damage, expenses and, or injuries arising out of any act or omission by the Group during the performance of the agreement, except that neither the Group nor its members shall be liable under this provision for damages arising out of injury or damage to persons or property resulting from the sole negligence of the Department or its employees.

V. The Department will select the sections of highway eligible for adoption. Any questions or disputes that may arise under this agreement will be decided by the Department and its final decision shall be conclusive upon the parties to this agreement. The agreement is not transferrable or assignable in whole or in part without the written consent of the Department.

In witness whereof, the parties hereto have executed this agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 199\_\_\_\_\_. The Group's Representative certifies that they possess the authority to execute this agreement on behalf of the Group.

Name of Group: \_\_\_\_\_ Mass Highway Department

By: \_\_\_\_\_ By: \_\_\_\_\_  
Group's Representative District Highway Director

Title: \_\_\_\_\_ District # \_\_\_\_\_  
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**MASSACHUSETTS HIGHWAY DEPARTMENT  
ADOPT-A-HIGHWAY PROGRAM  
RELEASE FORM**

I, a member of the \_\_\_\_\_  
(the "Group") have watched and studied the Department's video on safe litter pickup under the supervision of my adult group supervisor and have demonstrated to my group supervisor my understanding of the Department's safety bulletins entitled "Litter Pickup Requires Special Precautions" and "Safety Guidelines". I agree to comply with the Massachusetts Highway Department's safety standards.

I do hereby release the Commonwealth of Massachusetts, the Massachusetts Highway Department, their employees and agents from all claims, loss, damage, expenses and/or injuries which may result from my participation in the Adopt-A-Highway Program.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Parent's Signature (for participants  
who are under age eighteen)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/Town and Zip Code

